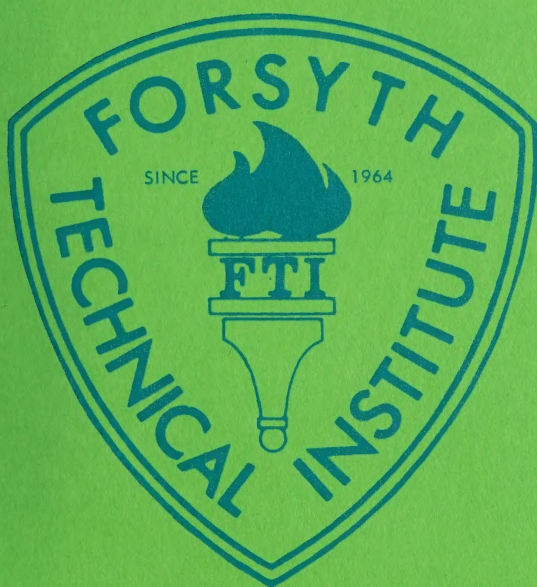


Student handbook

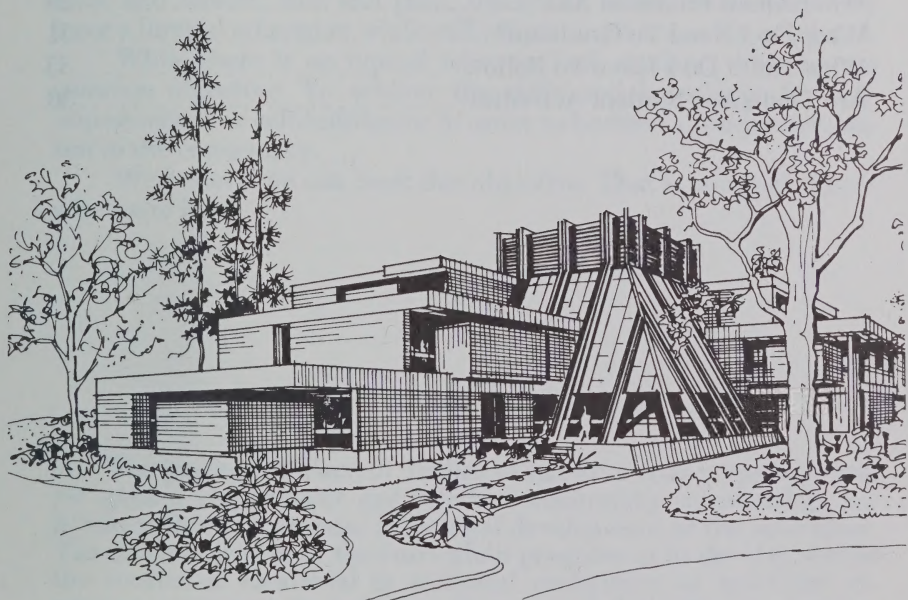
1973-1974



2100 Silas Creek Parkway
Winston-Salem, North Carolina 27103

Student handbook . . .

1973 - 1974



Forsyth Technical Institute
2100 Silas Creek Parkway
Winston-Salem, North Carolina 27103
Telephone: 723-0371

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Welcome

Welcome to Forsyth Tech. Our school's prime asset is our students. That's why we're here.

When our doors first opened in 1960 we were charged with meeting the educational needs of those individuals whose needs were as widely diversified as the individuals themselves. These students represent nearly everyone living in all segments of the community. They range in age from the late teens into golden age, male and female, rich and poor, black and white. Some may only have a limited education while still others may have college degrees.

While there is no typical Forsyth Tech student, they share a common objective: To achieve the skills and knowledge for self-improvement or self-fulfillment in order to become a productive citizen in the community.

We believe we can meet this objective. That is our goal. That's why we're here.

PURPOSE

The purpose of Forsyth Technical Institute is to prepare people for gainful employment and effective community membership. Inherent within this purpose is the total development of the individual. The major objective of the curriculum programs is to develop within the student a vocational or technical proficiency to meet the expanding advances in industry, business, and health occupations. The Institute is also dedicated to the concept of continuing education through the Adult Education Program directed toward self-improvement in cultural, avocational, and vocational pursuits.

The course of study at Forsyth Technical Institute seeks to attain the stated purpose of the institution by:

- (1) providing effective teaching to all who enroll, with a continuing interest in the individual in terms of behavior, motivation, and achievement;
- (2) providing educational opportunities for adults who discontinued their formal training before mastering the basic skills in general education;
- (3) providing vocational training for students who are preparing to enter skilled trades;
- (4) providing technical training for those persons wishing to enter the more highly skilled occupations in business, industry, and health service;
- (5) providing technical, vocational, and enrichment courses on a part-time basis for adults now employed.

HISTORY

Forsyth Technical Institute can trace its beginning to early adult and high school vocational courses which were available in Winston-Salem. In 1958, a Chamber of Commerce Study Committee recommended that an Industrial Education Center be built to provide the trade and technical training needed by local industry. A bond issue provided the money to start construction of two buildings late in 1959, and the first adult classes were begun in October of 1960. In 1963, a third building was constructed, and new technical programs were added. That same year, the North Carolina Legislature passed The Community College Act, creating a statewide system of Community Colleges, Technical Institutes, and Industrial Education Centers. In January, 1964, the name of the school was changed to Forsyth Technical Institute. The operation of the school was transferred from the Winston-Salem/Forsyth County Schools to the State Board of Education which in turn operates the school through the State Department of Community Colleges and a local Board of Trustees.

The fall enrollment for daytime students in 1972 in the associate degree curricula and in the vocational diploma programs was approximately one thousand students.

During the school year 1971-72, over eleven thousand residents of the area were enrolled in the vocational, technical, and adult education programs available through Forsyth Technical Institute.

ACCREDITATION

Forsyth Technical Institute is accredited by the Southern Association of Colleges and Schools, and is approved by the North Carolina Board of Education.

Electronics Engineering Technology, Manufacturing Engineering Technology, and Mechanical Drafting and Design Engineering Technology are accredited by the Engineering Council for Professional Development.

The Institute is a member in good standing of the American Association of Junior Colleges.

What can I study at Foroyth Tech?

PROGRAMS OF STUDY

ASSOCIATE IN APPLIED SCIENCE DEGREE

Architectural Technology
Business Administration
Early Childhood Specialist
Electronic Data Processing (Business)
Electronics Engineering Technology
Executive Secretarial Science
Executive Secretarial Science—Machine Transcription Option
Inhalation Therapy Technology
Manufacturing Engineering Technology
Mechanical Drafting and Design Engineering Technology
Nuclear Medicine Technology
Nursing — Associate Degree
Ornamental Horticulture
Police Science Technology
Radiologic Technology

DIPLOMA PROGRAMS

Air Conditioning, Refrigeration and Heating
Automotive Body Repair
Automotive Mechanics
Building Trades Drafting
Carpentry
Diesel Truck Maintenance and Repair
Electrical Installation
Graphic Arts (Printing)
Machinist
Mechanical Drafting
Plumbing and Heating
Practical Nurse Education
Television Servicing
Welding and Metal Fabrication

ADULT EDUCATION

Adult Basic Education

Adult High School Program

General Adult Enrichment Program

Manpower Development Training Act Programs

New and Expanding Industry Training Programs

Special Seminars and Workshops

Management Development Training

Vocational-Technical Extension Programs



How do I get in?

ADMISSIONS

ADMISSION REQUIREMENTS

Forsyth Technical Institute, operating under an "open door" admissions policy, does not impose restrictive standards for admission to the Institute. Admission to the Institute does not, however, imply immediate admission to the program desired by the applicant. Before a prospective student is admitted to a specific curriculum, a counseling interview is arranged, and usually aptitude and placement tests are scheduled. This process helps the student to evaluate his potential for success in his chosen field. When an evaluation of test scores and other evidence indicates a lack of readiness to enter a specific program, the student may be assigned to enter the Pre-Technical Program or he may be encouraged to re-examine his educational and occupational goals.

Forsyth Technical Institute will accept credit from other technical institutes and colleges. For specific information refer to "Transfer Student."

Admission to Associate Degree Programs

High school graduation, or the equivalent, is required of all applicants for degree programs. The High School Equivalency Certificate or the N.C. Adult Education Diploma is acceptable in lieu of a regular high school diploma. High school equivalency scores from other states may be accepted provided they meet North Carolina standards.

Applicants to the associate degree programs who are not high school graduates may arrange to complete high school in the Adult Education program, or take the high school equivalency examination (G.E.D.) at the Learning Lab.

Applicants for admission to the engineering technologies must present one unit in algebra and one unit in plane geometry. Applicants to the Electronic Data Processing program must present one unit in algebra. Applicants for admission to associate degree health programs must present one unit in algebra, one unit in biology, and one unit in chemistry.

Applicants who do not meet course requirements may arrange to make up the deficiency by completing special classes during the summer, or in the Adult Education Program, or in the Learning Lab. Deficiencies must be made up prior to admission to a curriculum.

Applicants to associate degree programs should submit scores on either the Scholastic Aptitude Test or the Comparative Guidance and Placement Tests. Information concerning the Scholastic Aptitude Test may be obtained from high school counselors. Information on taking the Comparative Guidance and Placement Test is available from the Student Personnel Office at Forsyth Technical Institute.

The Health programs are the only programs that require the approval of applicants by an admissions committee. The members of the Admissions Committee come from the instructional staff of the health curricula and the Student Personnel staff. The purpose of the committee is to evaluate all available data concerning each applicant and to determine that each applicant possesses the special characteristics and personality that these programs seem to require. Factors considered by the committee are:

1. The applicant's maturity and emotional stability.
2. The previous educational record.
3. Test data
4. The applicant's stated interests
5. Personal data
6. Medical history

NOTE: The North Carolina Board of Nursing may deny license to individuals convicted of a felony or any other crime involving moral turpitude.

The committee is mindful that much of the clinical training involves the students working with patients in local hospitals, that their role is constantly being expanded with increasing responsibilities, and that the program must educate and train in anticipation of future demands. A majority of the committee must concur that an applicant meets minimum criteria before he or she is admitted. If the program's enrollment quota is filled before all applications are received, late applicants are informed that they may reapply for the following year.

Any female student in Radiologic Technology or Nuclear Medicine Technology who is or becomes pregnant during the clinical portion of the training must notify the Department Head and Senior faculty instructor and will be dropped from the program. Exposure to radiation must be avoided because of the possible harmful effects to the developing fetus.

The student may return to the program if in good academic standing, after the completion of the pregnancy. The time of reentry into the program will be determined by the Department Head and the Senior faculty instructor.

Admission to Diploma Programs

The applicant for admission to diploma programs must have

completed high school or be eighteen or more years of age and not enrolled in high school. The applicant must have completed the tenth grade satisfactorily or have scores on the N.C. G.E.D. equivalent to the tenth grade. The N.C. High School Equivalency Certificate or the N.C. Adult Education Diploma is acceptable in lieu of a regular high school diploma.

Applicants for all diploma programs are required to take the General Aptitude Test Battery. These tests are given by the Employment Security Commission.

Admission to the Practical Nurse Education program must be approved by the Admissions Committee.

Admission to Adult Education and Extension Programs

Persons to be enrolled must be eighteen years of age or older and the class with which they entered high school must have graduated. Further information concerning registration procedures may be obtained from the office of the Director of Adult Education.

ADMISSIONS PROCEDURES

Applicants for admission to any degree or diploma program should:

1. Obtain an application form from the Office of Student Personnel or from a high school counselor.
2. Submit the properly completed application to the Office of Student Personnel.
3. Arrange to take the General Aptitude Test Battery at the U. S. Employment Security Office if applying for a diploma program or the Comparative Guidance and Placement Test devised by the Educational Testing Service if applying for Associate Degree Programs. Scores should be sent to the Office of Student Personnel. Scholastic Aptitude Test (SAT) scores may be substituted for the Comparative Guidance and Placement Test.
4. Request that a transcript of all high school and post high school academic work be sent directly to the Office of Student Personnel.
5. Submit recommendations if requested.
6. Report for a personal interview, if requested, on the date scheduled by the Office of Student Personnel. At this interview test scores and previous academic records will be evaluated and the applicant will be advised as to eligibility for admission to the desired program.

7. Take required placement tests as scheduled by the Office of Student Personnel.
8. Submit a properly completed health appraisal form when requested.

PLACEMENT TESTS

Placement tests are required as indicated below:

1. Mathematics: applicants to Architectural Technology, Electronic Data Processing (Business), Electronics Engineering Technology, Manufacturing Engineering Technology, Mechanical Drafting and Design Engineering Technology, Allied Health programs, and Associate Degree Nursing.
2. Educational Skills Tests: applicants to Associate Degree Nursing and Allied Health programs.
3. Programmer Aptitude Test: applicants to Electronics Data Processing (Business).
4. Typewriting Proficiency: applicants to Business Administration, Ornamental Horticulture, and Executive Secretarial Science (if applicants have had previous training in typing.)
5. Other special tests as required by the institution.

Students who fail to pass the mathematics placement test will be required to take Pre-Technical Mathematics in the summer prior to enrollment. A course grade of C or better is required for admission to regular technical mathematics.

Students who pass the typewriting proficiency test are given credit for Typewriting I.

Scores on the Programmer Aptitude test are used for counseling purposes only.



So I'm here . . . what next?

REGISTRATION

The Institute operates on the quarter system. Each quarter is eleven weeks in length and students who are pursuing diploma or degree programs must register at the beginning of each quarter. All students are expected to register during the time set aside for that purpose. Registration dates are listed in the calendar for the academic year. With few exceptions, new students must initially register for the fall quarter.

Tuition charges must be paid on the day of registration.

LATE REGISTRATION

All registration for a class is closed after the fourth class day. A student may register late through the fourth class meeting date providing:

1. That the class is not cancelled or closed.
2. That the student has the consent of his advisor and has met admissions and prerequisite requirements.
3. That the student pay a \$5.00 late registration fee in full at the time of late registration unless he registers late at the request of the Institute.

ORIENTATION

All new full-time students are expected to participate in an orientation program conducted by members of the faculty, staff and student government. Part-time students are urged to participate also. The purpose of orientation is to acquaint the student with the administrative personnel, faculty, and student leaders. The regulations, policies and privileges of the Institute as set forth in the catalogue are discussed and interpreted.

When do I go

Academic Calendar

1973 - 74

Date

Event

FALL QUARTER—September 4, 1973-November 27, 1973

September 3	Labor Day Holiday
September 4	Student and Faculty Orientation
September 5 and 6	Registration
September 7	Schedule Adjustment
September 10	First Day of Classes
September 13	Last Day Drop/Add
November 22 and 23	Thanksgiving Holidays
November 21, 26 and 27	Final Examinations
November 27	Grade Reporting

WINTER QUARTER—November 29, 1973-February 26, 1974

November 29 and 30	Registration
December 3	First Day of Classes
December 6	Last Day Drop/Add
December 24-January 1	Christmas Holidays and New Year's Day
January 2	Classes Resume
February 22, 25 and 26	Final Examinations
February 26	Grade Reporting

SPRING QUARTER—February 28, 1974-May 20, 1974

February 28 and March 1	Registration
March 4	First Day of Classes
March 7	Last Day Drop/Add
April 15	Easter Holiday
May 16, 17 and 20	Final Examinations
May 20	Grade Reporting

SUMMER QUARTER—May 22, 1974-August 9, 1974

May 22	Registration
May 23	First Day of Classes
May 28	Last Day Drop/Add
June 10	Registration Special Session
June 13	Last Day Drop/Add Special Session
July 4	Independence Day Holiday
August 2	Last Day Special Session
August 6, 7 and 8	Final Examinations
August 8	Grade Reporting
August 9	Graduation

August 12-August 23—Annual Vacation

to class?

Academic Calendar 1974-75

<i>Date</i>	<i>Event</i>
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FALL QUARTER—August 26, 1974-November 19, 1974

August 26	Faculty Orientation
August 27	Student Orientation
August 28 and 29	Registration
August 30	Schedule Adjustment
September 2	Labor Day Holiday
September 3	First Day of Classes
September 6	Last Day Drop/Add
November 14, 15 and 18	Final Examinations
November 19	Grade Reporting

WINTER QUARTER—November 21, 1974-February 24, 1975

November 21 and 22	Registration
November 25	First Day of Classes
November 28 and 29	Thanksgiving Holidays
December 2	Last Day Drop/Add
December 23-January 1	Christmas Holidays and New Year's Day
January 2	Classes Resume
February 19, 20 and 21	Final Examinations
February 24	Grade Reporting

SPRING QUARTER—February 26, 1975-May 19, 1975

February 26 and 27	Registration
February 28	First Day of Classes
March 5	Last Day Drop/Add
March 31	Easter Holiday
May 14, 15 and 16	Final Examinations
May 19	Grade Reporting

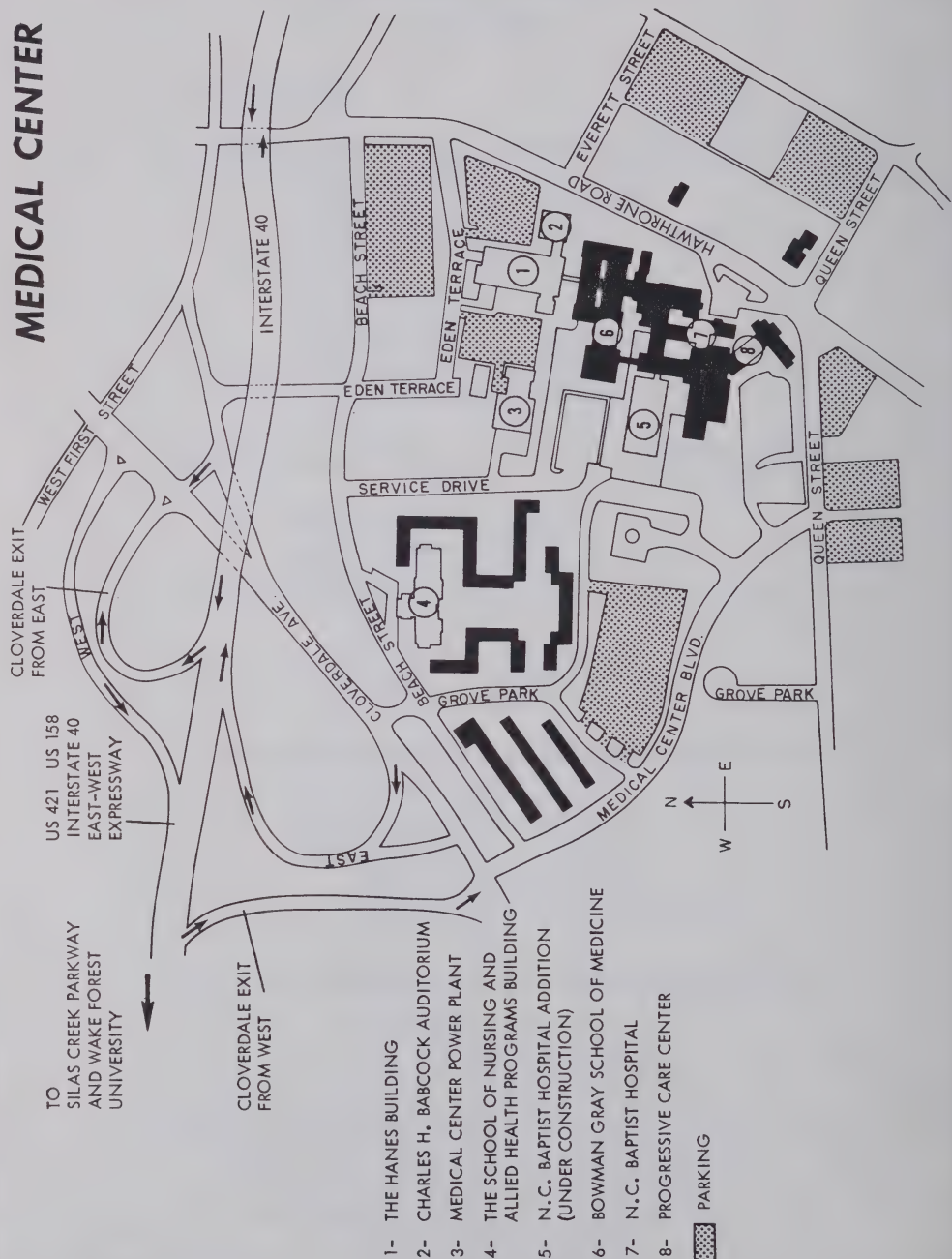
SUMMER QUARTER—May 21, 1975-August 8, 1975

May 21	Registration
May 22	First Day of Classes
May 27	Last Day Drop/Add
June 5	Registration for Special Session
June 10	Last Day Drop/Add Special Session
July 4	Independence Day Holiday
August 1	Last Day Special Session
August 5, 6 and 7	Final Examinations
August 7	Grade Reporting
August 8	Graduation

August 11-August 22—Annual Vacation

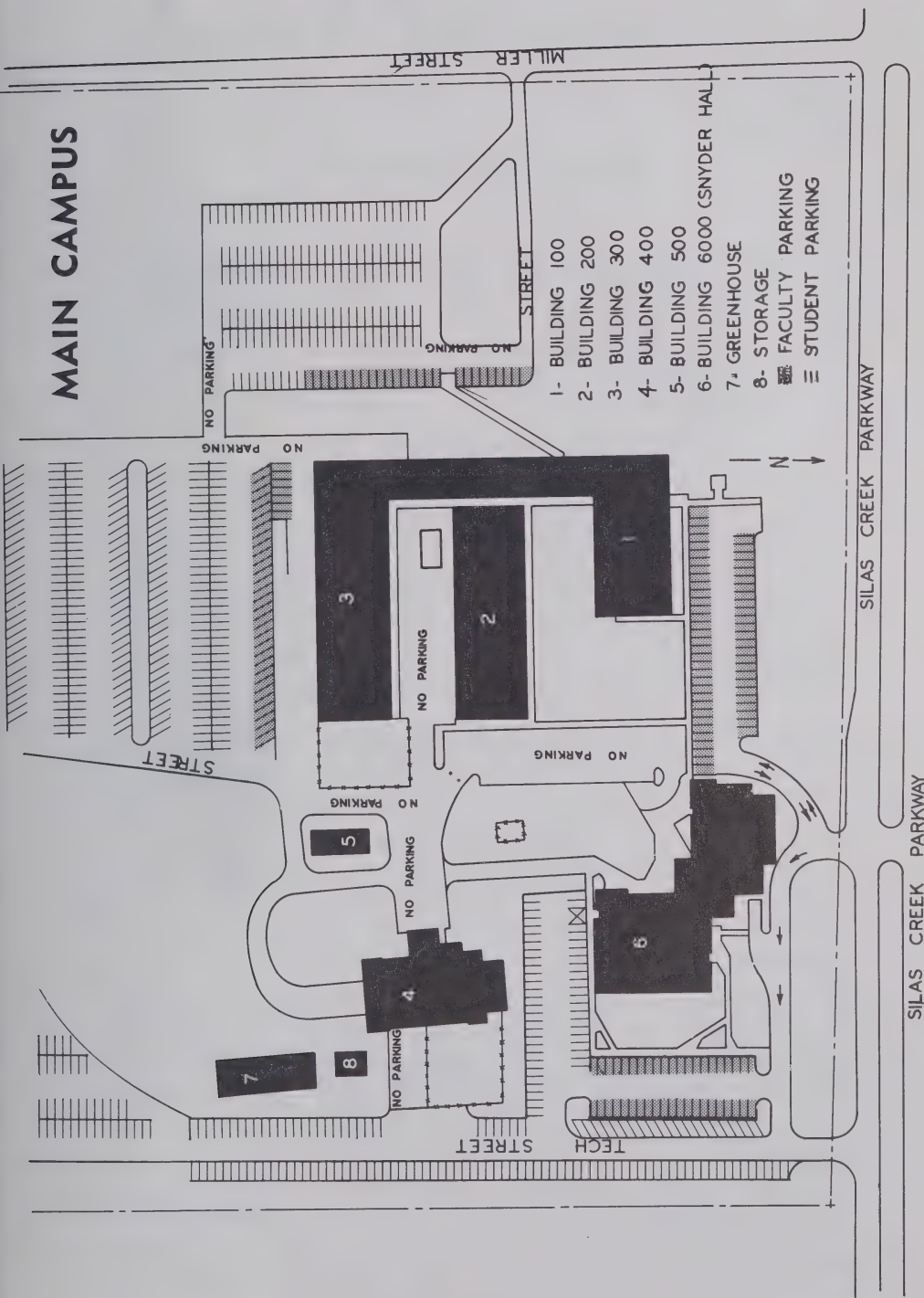
Where

MEDICAL CENTER



what building?

MAIN CAMPUS



Who does what around here?

BOARD OF TRUSTEES

Dr. Donald M. Hayes
Dallas F. Chappell
William H. J. Schultz
Mrs. H.C. Lauerman
Grady P. Swisher
R. Douglas Boyer

Marvin J. Mulhern
C. Edwin Allman, Jr.
Clyde F. McSwain
Thomas D. Robinson
W.O. Barrett
Ned R. Smith

ADMINISTRATIVE OFFICERS

Harley P. Affeldt President
Paul D. Apple Dean of Instruction
Audrey S. Kirby Director of Student Personnel
Charles P. Branch Business Manager
T. Glen Fleeman, Jr. Director of Adult Education

INSTRUCTION

Paul D. Apple, Dean

Curriculum Programs

Grace B. Corey .. Department Head, Related Technical Instruction
Lloyd L. Foster Department Head, Engineering Technologies
Marvin Allen Department Head, General Business
James R. Winning Department Head, Health Technologies

Library

Audrey B. Zablocki Head Librarian
Thomas F. Gordon Assistant Librarian
Brenda G. Blair Audio-Visual Technician

Learning Labs

Robert L. Stern Chief Coordinator
Anne M. Teachey Coordinator
Ernest W. Tompkins Coordinator

Adult Education:

T. Glen Fleeman, Jr. Director
L. T. Williams Director, Occupational Extension
R. Shelton Jones Director, Evening Programs
Velma A. Jackson Supervisor, Adult Basic Education
Joby Matthews Supervisor, Manpower Development Training

STUDENT PERSONNEL

Audrey S. Kirby, Director
R. Paul Day, Counselor Charles R. King, Counselor
Ben Howell, Counselor Borys Leoczko, Financial Aid
George McLendon, Counselor and Veteran Affairs
Gary Ogburn, Counselor Merial B. Holland, Registrar

Placement Services

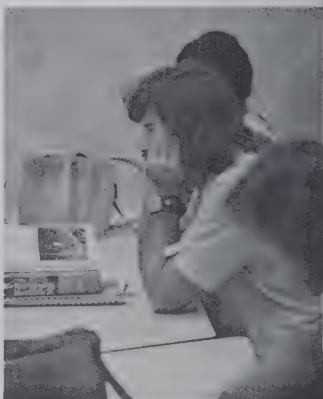
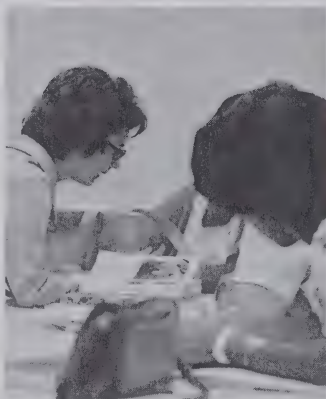
(A cooperative placement effort between the Employment Security Commission and Forsyth Technical Institute.)
Placement Officer Supplied by Employment Security Commission

COMMUNITY AND COLLEGE RELATIONS

Jean R. Perkins, Coordinator

BUSINESS AFFAIRS

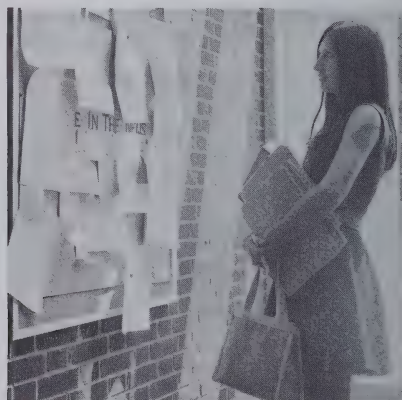
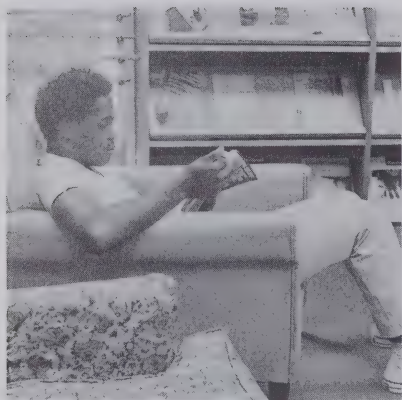
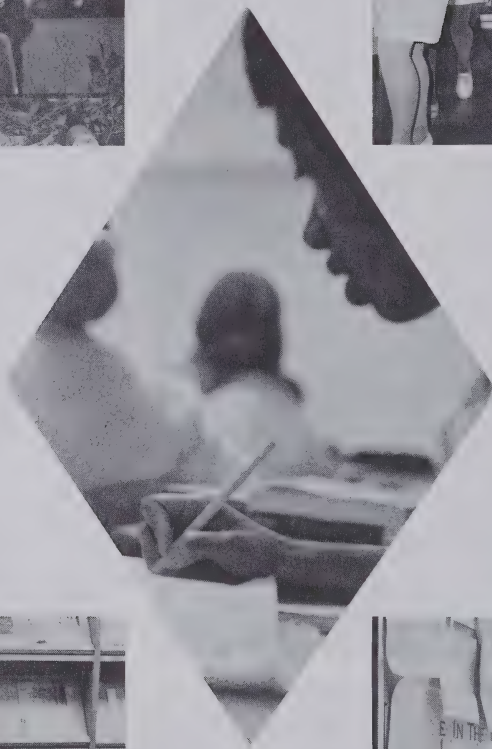
Charles P. Branch, Business Manager
T. V. Ranson, Security Officer
Cameron Wade, Book Store Manager
Jones Yount, Superintendent Building and Grounds



I need help!

Where do I go?

<i>Needs Concerning</i>	<i>Position</i>	<i>Location</i>
Academic Problems	Faculty Advisor or Counselor	100 Building
Academic Standing	Registrar	100 Building
Appealing Academic or Disciplinary Action	Dean of Instruction or Dir. Student Personnel	100 Building 100 Building
Auto Accident on Campus	Security Officer	100 Building
Auto or Bike Parking	Security Officer	100 Building
Auto Decal	Cashier	100 Building
Books and Supplies	Book Store Mgr.	Snyder Hall
Campus News	Public Relations Dir.	Snyder Hall
Changing Curriculum	Counselor	100 Building
Class Absences	Each Instructor	
Class Schedule	Faculty Advisor	
Evening Classes — Extension	Adult Ed. Director	100 Building
Evening High School or Curriculum	Evening Counselor	100 Building
Financial Aid	Financial Aid and Veteran's Office	100 Building
Housing	Student Personnel Office	100 Building
Injury or Illness	Instructor or Student Personnel Office	100 Building
Library Research	Librarian	Snyder Hall
Lost and Found	Receptionist	100 Building
Parking Fines	Cashier	100 Building
Paying Tuition and Fees	Business Manager	100 Building
Personal Matters	Counselor	100 Building
Physical Handicaps		
Pre-Technical Courses	Pre-Tech Coordinator	Snyder Hall
Review and Remedial Work	Learning Lab Coordinator	Snyder Hall Snyder Hall
Running for Student Government Office	Counselor	100 Building
Student Activities and Events	SGA President	Snyder Hall
Veterans' Affairs	Veteran's Officer	100 Building
Withdrawal from School	Registrar	100 Building



How will I be graded?

GRADING SYSTEM

The following grading system is used by Forsyth Technical Institute.

No. Grade	Letter Equivalent	Description	Quality Points Per Quarter Hour
94-100	A	Excellent	4
86-93	B	Good	3
78-85	C	Fair	2
70-77	D	Passing	1
Below 70	F	Failing	0
Withdrawn Passing	W		
Withdrawn Failing	W-F		
Incomplete	Inc.		
Audit	Aud.		

The letter equivalent system is used for recording and reporting grades.

W – Withdrawn Passing

Withdrawn Passing is the grade given to a student who voluntarily withdraws from a course after the tenth class day of a quarter with a passing grade, and has notified the instructor and the Registrar in person or in writing of his decision.

W-F – Withdrawn Failing

Withdrawn Failing is the grade given to a student who at any time after the fourth class day withdraws from a course without first notifying the instructor and the Registrar, in person or in writing, of his decision. Students who withdraw after the tenth class day and are failing at the time of withdrawal receive a grade of W-F.

Inc — Incomplete

The grade of Incomplete is given only if a student has a valid reason for failure to complete the work on schedule. Illness, absence on company business, or other circumstances beyond the student's control are considered valid reasons for non-completion of work. The student must have advised his instructor of the circumstances and have been granted an incomplete grade. The instructor must have specified the work to be made up in order to remove the incomplete and a date by which the work must be completed. The instructor cannot authorize a date later than one quarter from the quarter in which an incomplete was given. If the work is not completed, the grade automatically becomes an F at the end of that quarter.

Aud. — Audit

Students taking courses as auditors are not required to take examinations or hand in written work, but may do so if they wish. No grade or credit toward a degree or diploma is given. Audit may not be changed to credit, or credit to audit after the last day of drop-add.

HONORS LIST

Soon after the end of each quarter, in order to honor students who have earned outstanding scholastic records, the Institute publishes an Honors List. In order to be named to the Honors List, a student must take a minimum of 12 quarter hours of credit work and earn at least a B (3.0) average.

COURSE NUMBERING SYSTEM

Courses are numbered in accordance with the system approved by the North Carolina Department of Community Colleges.

1. Each course is designated by a three-letter prefix designating the general subject area.
2. A number indicating a specific course within an area follows the letter prefix according to the following rules.
 - a. Pre-Technical courses 0 - 99
 - b. Technical courses 100 - 299
 - c. Vocational courses 1000 - 1099
 - d. Adult education courses beyond high school 2000 - 3099

LATE REGISTRATION AND SCHEDULE CHANGES

Late registration and changes in class schedules will not be permitted after the fourth class day of each quarter. All class schedule changes must be approved by the student's advisor and notification of such changes submitted to the office of the Registrar.

If a student drops a course after the fourth day, but within the first ten days, the drop will be recorded as a W provided that the student has cleared with the Registrar and the instructor.

If the student withdraws after the tenth day, the grade will be recorded as a W provided that the student is passing, and provided that he has cleared with the Registrar and the instructor.

If a student withdraws from a course after the fourth day without notifying the Registrar and the instructor, the grade will be recorded as a W-F.

Departure from the above will be allowed only in exceptional cases, and only when the reasons are deemed valid by the student's advisor.

WITHDRAWAL FROM SCHOOL

A student who must withdraw, either permanently or temporarily, before graduation should make an official withdrawal. He should notify the Registrar's office and a member of the counseling staff either in person or by telephone and should complete the withdrawal information sheet. This information is necessary to assure that the student's status at the time of withdrawal is clearly identified in order to expedite re-entry, transfer of credit to another institution, or to provide potential employers with accurate educational information.

ACADEMIC STANDING

To be in good academic standing, a beginning student must have earned a grade point average of 2.0 by the end of the first quarter, and a cumulative G.P.A. of 2.0 must be maintained thereafter.

A student failing to attain the required grade point average in any quarter will be placed on academic probation for the following quarter.

A student on probation whose work has improved to the point where he meets the required cumulative grade point average will automatically be removed from probation.

A student who has been placed on probation and who does not earn the required grade point average in the next quarter will be required to register for a reduced load, or he may be required to withdraw from the program and be directed to a more suitable curriculum.

The Academic Review Committee shall make decisions on individual cases. Each student enrolled in the Institute is expected at all times to be aware of his academic status and to be responsible for knowing he has failed to meet the requirements as outlined above for continuing in school. Instructors, faculty advisors, and counselors in the Office of Student Personnel are available for conferences, but it is the responsibility of the student to seek extra help if it is needed.

ACADEMIC REVIEW COMMITTEE

The Academic Review Committee includes the following individuals named by the President:

1. One instructor from vocational curricula
2. One instructor from technical curricula
3. One instructor from general studies
4. One student

5. One administrative staff member from the area of instruction
6. The Director of Student Personnel, who will serve as chairman.

The Academic Review Committee shall meet at least once each quarter and review all records of students having an average less than 2.0, or the records of any other students upon request from any faculty member or administrative staff member. It shall be vested with the responsibility of recommending the probationary terms under which a student in academic difficulty be permitted to re-register. These terms may include the requirements to repeat or not to repeat specific courses, to repeat an entire quarter's work, to carry a reduced load, to enter a more suitable curriculum, or other appropriate recommendations.

If it is decided that the student shall be dropped from enrollment, the Director of Student Personnel shall so inform the student by personal interview and the President shall so inform the student of this action in writing.

READMISSION PROCEDURES

A student may request readmission by writing to the President requesting that the review committee act in his behalf. A student must show just reason for asking this review committee to re-convene to reopen his case. Such reasons might be:

1. Removal of academic deficiencies
2. Request for admission to less stringent curriculum
3. A change of demands on the student's out-of-school time.
4. Ability to meet financial responsibilities.
5. Demonstrated improved attitude and conduct.

A student may appeal to the Board of Trustees. An appeal must be initiated by the student and should be in writing to the Chairman of the Board. The Chairman shall present such an appeal to the Board for a hearing, and the President and Office of Student Personnel shall be given an opportunity to present such information as known to them regarding the student.

A student who has voluntarily withdrawn should contact the Student Personnel Office prior to reentry.

COURSE REPEAT RULE

The last grade earned on a repeated course, whether F or higher, will be the grade computed for grade point average.

In the event a student's quality point ratio falls below that required for satisfactory standing, the Academic Review Committee shall review the student's record and make appropriate recommendations to the Dean of Instruction. The Dean of Instruction shall present such recommendations to the President.

If a student fails any course in his trade or technical curriculum, it will be necessary for him to repeat that course until a passing grade is attained in order to receive the State diploma or the Associate of Applied Science degree. This make-up course is scheduled at the discretion of the Institute.

If a student fails one of the courses in his major subject area, he may be counseled out of the curriculum at the end of the quarter in which the failure occurred.

COURSE LOAD

The suggested contact hours per quarter shown for each curriculum are minimal. It is the policy of the Institute to permit students to enroll in additional subjects and laboratory work beyond those shown in the catalogue.

SECOND MAJOR IN A DEGREE OR DIPLOMA PROGRAM

A student may receive a second major in his program by meeting the additional requirements of the new program. Credits already earned will be recognized if they meet the criteria established in the "Transfer of Earned Credits Between Programs" as stated below.

TRANSFER OF EARNED CREDIT BETWEEN PROGRAMS

Credits earned in any degree program may be credited toward a degree or diploma program upon evaluation by the Office of Student Personnel. Credits earned in a diploma program are not acceptable for transfer to an associate degree program but may be credited toward a second diploma major.

TRANSFER STUDENTS

Applicants who have attended other institutions of higher learning may transfer credit earned in comparable courses or programs of study if the student is transferring from a regionally accredited institution, or from another institution in the North Carolina Community College System. No grade lower than 'C' may be transferred. A student requesting credit for work completed in any other type of training program or institution may be given advance standing on the basis of a proficiency examination. All transcripts for transfer work should be submitted at least one week prior to enrollment. Final decision on transfer credits will be determined by the Institute.

Students requesting credit for training completed in Armed Services Schools should submit official records of service schools completed. Credit may be granted for training comparable to course work offered in the student's curriculum. The amount of credit granted is subjected to approval by the instructor or department head and will not exceed the recommendations in the *Guide to the Evaluation of Educational Experiences in the Armed Services* published by the American Council on Education.

Students may obtain advanced standing in English, mathematics, and other course offering by submitting satisfactory scores on the College Level Examination Program or the Advanced Placement Tests of Educational Testing Service. Each request will be handled on an individual basis by the Student Personnel Office, faculty advisor, and department head.

STUDENT CLASSIFICATION

- Full-time:** A student who is enrolled for 12 or more quarter hours of course work.
- Part-time:** A student who is enrolled for less than 12 hours of work.
- Special:** A student who is enrolled in credit courses but who is not working toward a degree or diploma. A special student must be 18 years of age or a high school graduate. If not a high school graduate he must not be enrolled in a high school, and his high school class must have been graduated prior to the student's enrollment at the Institute. Permission to register as a special student is granted at the discretion of the Office of Student Personnel and the instructor.
- Audit:** A student who is enrolled in regular course work but who is not receiving credit for work undertaken.
- Freshman:** A student enrolled in a one-year vocational program; or, a student enrolled in a two-year technical program who has earned less than $\frac{1}{2}$ the credit hours required for graduation.
- Sophomore:** A student enrolled in a two-year technical program who has earned $\frac{1}{2}$ or more of the credit hours required for graduation.

GRADE REPORTS AND TRANSCRIPTS

Shortly after the end of each quarter student grade reports are available to students in the office of the Registrar.

Transcripts of the student's record cannot be sent to other schools, prospective employers, or to the student, himself, unless an official request is made by the student to the Registrar's office.

Grade reports and transcripts are withheld by the Registrar until all student obligations to the Institute have been met.



What will it cost me?

TUITION AND FEES

TUITION

Since the Institute receives funds from local, state and federal sources, tuition charges are very low. These charges are set by the State Board of Education and are subject to change without notice.

Tuition (Fees):

12 quarter hours or more	\$32.00 per quarter
Less than 12 quarter hours	\$ 2.50 per quarter hour
Late registration fee	\$ 5.00

Tuition charges for non-credit classes in the Extension Program depend upon the nature of the class. No tuition is charged for basic adult education and high school completion classes. Instructional materials fees are set to meet instructional needs in certain types of classes.

Summer School and Audit Fees are charged at the same rate as those charged during the regular term.

Note: Non-residents of the State of North Carolina may be subject to additional tuition fees pending a ruling by the State Office of Attorney General.

STUDENT ACTIVITY FEE

It is the policy of this institution that a student activity fee be charged. This normally will be from \$3.00 to \$7.00 per school quarter.

The use of such a student fee is at the discretion of the Board of Trustees upon recommendation of the President. In general, these fees are used for student centered activities and for the general benefit of the student or the student body.

NURSING STATE BOARD EXAMINATION FEE

A fee of \$20.00 is charged by the North Carolina Board of Nursing to students who have satisfactorily completed either the Associate Degree or Practical Nursing program and wish to register for the North Carolina State Licensing Examination.

BOOKS AND SUPPLIES

Textbooks and supplies are not furnished by Institute, but are the responsibility of the student and may be purchased at the Institute bookstore. The cost of books and supplies varies from program to program, and from quarter to quarter, but usually range from \$35.00 to \$45.00 per quarter.

UNIFORMS

Uniforms and other special wearing apparel shall be paid for by the students.

The initial cost of uniforms and special equipment for female students in the various health education programs ranges from \$40 to \$80 depending upon the program. The cost of uniforms for male students is somewhat less. The cost of uniforms is estimated and subject to change. Students should inquire for details during admission interviews.

TUITION REFUNDS

Tuition is not refundable. Exception will be considered where the cause of withdrawal is completely beyond the student's control such as serious illnesses. In such cases two-thirds of the tuition paid may be refunded provided only if the student withdraws within ten calendar days after the first day of classes, as published in the academic calendar. If a student withdraws from a course but remains enrolled in the Institute, he will receive no refund for the course dropped. Refunds of five dollars or less will not be made except for classes cancelled by the Institute.

A student who withdraws within ten calendar days after the first day of class may request that his tuition be credited to his account so that it may be applied toward costs for any one of the following three quarters.

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TUITION REFUNDS – SPECIAL VETERANS

This section applies only to those veterans receiving special educational benefits paid directly to the institution under provisions of Title 38, U. S. Code, as amended:

The institution has and maintains the following policy for the refund of the unused portion of tuition, fees, and other charges in the event the person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to completion.

The amount charged to the persons for tuition, fees, and other charges for a portion of the course will not exceed the approximate pro rata portion of the tuition, fees and other charges that the length of the completed portion of the course bears to its total length.

It is the responsibility of the student to request a refund through the Office of the Registrar.

OTHER FEES

No laboratory, breakage or property damage fees will be charged to students. However, in case of breakage or damage due to gross negligence or maliciousness, a student will be expected to remunerate the institution. Academic credit may be withheld until proper payment is made.

All Library materials are subject to a fine of 5 cents per day after due date.

What about Financial Aid?

SCHOLARSHIPS

The Winston-Salem Kiwanis Club and the Twin City Kiwanis Club award non-renewable scholarships to seniors graduating from Forsyth County schools each year. The awarding of these scholarships is not controlled by the Institute.

Limited scholarship funds are available in the Diesel, Graphic Arts-Printing, Practical Nursing, Electrical Installation, and Welding Programs. These are generally awarded by the donor upon recommendation of the Forsyth Technical Institute Scholarship Committee.

The Marshall Paul Johnston Scholarship is a perpetual scholarship available to Automotive Mechanics students only.

The Jane Gaither Murray Scholarship is awarded annually to a deserving student entering the Associate Degree Nursing curriculum. Both the Murray and Johnston scholarships are awarded after review of applicants by the Scholarship Committee.

The Society of Engineering Students awards one scholarship annually to an outstanding student enrolled in the second quarter of either Manufacturing Engineering Technology or Mechanical Drafting and Design Engineering Technology.

The Norman C. Gaddis Scholarship is awarded annually by The Student Government Association to a deserving student in any curriculum.

LOANS

The Office of Student Personnel maintains a file on sources of financial aid for students. Loans at a low rate of interest are available through the following agencies:

James E. and Mary Z. Bryan Foundation

N. C. Insured Student Loan Program

North Carolina Funds for Vocational and Technical Students
Winston-Salem Foundation*

* Available to Forsyth County Residents only.

James E. and Mary Z. Bryan Foundation Student Loan Plan

Legal residents of North Carolina enrolled full time in undergraduate programs may borrow up to \$750 per semester or \$500 per quarter for a total of \$1,500 per school year for an aggregate of \$6,000 through College Foundation, Inc. The interest rate is 1 percent during the in-school and grace periods and 6 percent during the repayment period. Apply through the institution's financial aid office.

N. C. Insured Student Loan Program

Legal residents of North Carolina enrolled full time may borrow up to \$750 per semester or \$500 per quarter for a total of \$1,500 per academic year for an aggregate of \$7,500 through College Foundation, Inc. Loans are insured by the State Education Assistance Authority and under certain conditions, the U. S. Office of Education pays the 7 percent interest during the in-school and grace periods. Apply through the institution's financial aid office.

Students desiring to participate in one of these plans should make application to the Office of Student Personnel far enough in advance to allow four to six weeks for processing of application.

WORK STUDY

The College Work Study program provides employment opportunities for students, particularly those from low income families, who are in need of earnings from part-time employment in order to enter or continue a program of study at Forsyth Technical Institute. Only full-time students are eligible.

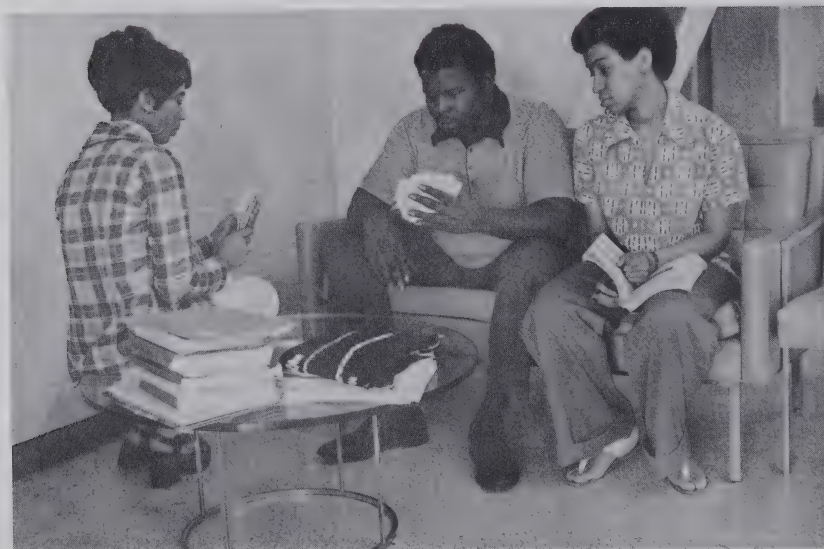
Applications are available at the Financial Aid office throughout the year as long as on-campus job openings exist.

V.A., SOCIAL SECURITY AND D.V.R. BENEFITS

The Institute is approved for the training of persons eligible for benefits under the Veterans Administration, Social Security Commission and Division of Vocational Rehabilitation.

Additional information concerning these benefits is available at the Student Personnel Office or from offices of the above named agencies.

Students receiving V.A. benefits are responsible for learning how to file their reports, for the accuracy of their reports, and for notifying the Veteran's Officer if they withdraw from any class or from school. The Veteran's Officer is on campus Monday through Thursday from 1:00 P.M. until 10:00 P.M. and on Friday from 8:00 A.M. until 5:00 P.M.



What do I need to graduate?

GRADUATION REQUIREMENTS

A student wishing to receive a degree or a diploma from this institution must fulfill all course requirements as outlined previously.

A student who has earned a cumulative grade point average of 3.5 is eligible to be graduated with high honors.

A student who has earned a cumulative grade point average of 3.0 is eligible to be graduated with honors.

A student who has earned a cumulative grade point average of 2.0 is eligible for graduation.

Course requirements vary according to program. The student should refer to the catalogue for course requirements for graduation from his program of study and should be aware at all times of his progress toward graduation.

It is the further responsibility of the student to complete an official INTENT TO GRADUATE form at least six weeks prior to his last registration. These forms may be obtained from the faculty advisor who will assist the student in completing the form, and will submit the form to the Office of the Registrar.

COMMENCEMENT EXERCISES

Commencement exercises are held at the end of the Summer quarter on the date published in the academic calendar. Degrees and diplomas are awarded at this time. Students are expected to notify the Registrar's office as to their intention to participate in the exercises.

COMMENCEMENT MARSHALS

The rising sophomores who have maintained the highest scholastic averages during their freshman year are honored by being chosen commencement marshals. The two marshals have the highest academic averages are named chief marshals.

SCHOOL RINGS

Any student in good standing who has completed at least one-half of the credit hours required for graduation in his curriculum may order the official school ring. The student is required to pay \$10.00 deposit at the time he orders his ring with the balance due upon delivery.



What rules do I have to follow?

STUDENT CONDUCT AND RESPONSIBILITIES

ATTENDANCE

Students are expected to attend all class, laboratory and shop sessions. No passing grade will be issued for a course if, for whatever reason, a student has been absent for 25% of the total possible class time per course per quarter.

A student must satisfy his instructor that he should be permitted to remain in a course and attend classes after he incurs any absence in excess of the following:

1. Three (3) regular one hour class sessions.
2. Two (2) shop or laboratory sessions which meet for two or more hours.
3. Two (2) regular one hour class sessions, and one (1) shop or laboratory session which meets for two or more hours.

When a student is absent from a class and a laboratory or shop session which meet consecutively, each session missed will be counted as an absence making a total of two absences for that course.

Students have full responsibility for accounting to their instructors for absences. The instructor has final authority for deciding whether work missed can be made up.

Students are expected to report for class on time. Habitual tardiness may, at the discretion of the instructor, be considered in computing class attendance.

DISMISSAL

A student may be dismissed from the Institute for conduct or personal habits which are not in the best interest of the student or the institution. Any instructor may request a student to leave the instructor's teaching station when, in the opinion of the instructor, the student's conduct or personal habits disrupt normal classroom procedure. The instructor immediately notifies the Dean of Instruction in writing of his action and the reasons therefor.

If the instructor feels that additional counseling is needed for this particular student, the instructor shall have the prerogative of asking the student to meet with the department head and/or a counselor prior to his being readmitted to the instructor's class. If in the opinion of the instructor or the department head the conduct of the student or his personal habits are such that he should be prohibited from re-entering the class, then the Disciplinary Review Committee will be called into session.

Students are expected to abide by school regulations, local, state, and federal laws. Offenders may be subject to dismissal and/or prosecution by law enforcement officers.

DISCIPLINARY REVIEW COMMITTEE

The Disciplinary Review Committee composed of representatives from the faculty and student body, under the chairmanship of the Dean of Instruction, reviews all cases involving disciplinary action and makes appropriate recommendation to the President.

The committee may also be convened at the request of any student desiring a review of his disciplinary situation, or any faculty or administrative staff member who wishes consultation on individual disciplinary cases.

The decision of the President on disciplinary action is final, with the right of appeal always available to the party involved. Any party wishing to appeal the decision of the President should request, in writing, a formal hearing before the Board of Trustees of the Institute.

STUDENT DRESS CODE

Forsyth Technical Institute continually has prospective employers and other visitors on campus. Also many companies seeking to relocate or open new industries will have representatives visit this campus.

With this in mind, while Forsyth Technical Institute students dress informally, cleanliness and neatness of appearance are strongly encouraged. Each instructor has the right to ask a student to leave his class or shop if the student's personal appearance or attire is objectionable to the other students, or if this attire can be construed to be a hazard to safe operations.

Each student is expected to comply with federal and state safety regulations which require the use of hard hats and safety glasses in specified areas.

As an additional safety measure, students are expected to wear shoes at all times while on campus.

PARKING REGULATIONS

Main Campus

Parking of student vehicles on campus is allowed by permit only. Vehicle parking permits may be obtained as the student completes registration on registration day, when a decal will be assigned each vehicle. The charge for vehicle registration will be

\$2.00 per vehicle for the school year. Complete parking rules and regulations will be issued along with the decal at the time a vehicle is registered.

Vehicle decals must be appropriately displayed on the rear bumper so they are easily visible from directly behind the vehicle.

Park in designated areas only.

Head all vehicles into spaces.

Park inside yellow lines (where marked).

Do not park on grass at any time.

Park motorcycles in designated areas only.

Observe all signs.

Personnel operating vehicles on the campus must be aware of the safe speeds, parking spaces, and regulations.

Vehicles are registered on registration day, and at other times in the Cashier's office.

Those who do not observe parking rules and regulations may expect a violation penalty of \$1.00 per violation. Trustee Policy provides for the enforcement of parking on campus by withholding grades, transcripts, or other evidence of attendance and accomplishments at Forsyth Technical Institute, or suspension from class.

Allied Health Building

Student parking is available at both the Allied Health Building and Forsyth Memorial Hospital. Students are expected to conform with local regulations.

USE OF FACILITIES

The building and its contents exist solely for the education of our adult population. The use of the facilities for any other purpose is strictly prohibited. Any use of these facilities for personal gain will result in immediate disciplinary action.

Smoking is prohibited in all classrooms, laboratories and shops.



Are there any student activities?

ORGANIZATIONS AND ACTIVITIES

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association serves to promote interest in student affairs both on and off campus. The Association is composed of representatives elected from each section of each curriculum by the students of that curriculum. Student Government officers are elected from among the official curriculum representatives by vote of the student body. Faculty members are appointed by the administration to serve in an advisory capacity to the Student Government Association.

STUDENT REPRESENTATION ON BOARDS AND COMMITTEES

An elected student representative serves as a non-voting member of the Board of Trustees of the Institute. Student representatives also serve on the Academic Review Committee, the Disciplinary Review Committee, and in some cases on the Curriculum Advisory Committees.

CIRCLE K

The Circle K is a national collegiate service club sponsored by Kiwanis International. The club is open to male and female students who are invited to membership at intervals during the year.

ADMINISTRATIVE MANAGEMENT SOCIETY

The A.M.S., as it is usually called, is a national business club open to students in the field of Business Administration. To be eligible for invitation to membership a student must have earned a grade point average of 3.0 by the end of the first quarter. Second year students must have maintained an average of 2.5. Membership is by invitation.

SOCIETY OF ENGINEERING STUDENTS

The Society of Engineering Students is a service and social club open to students from the Manufacturing Engineering, and Drafting and Design Engineering Technology programs. This club, in its first years of existence, has raised and set aside funds for endowing a scholarship open to second quarter students in these two fields of technology.

OTHER ORGANIZATIONS

Students are encouraged to affiliate with student chapters of various professional and technical organizations and societies.

ATHLETICS

The Institute does not offer a formal, organized athletic program. The students themselves have organized basketball, softball and bowling teams and compete in Winston-Salem city leagues in these sports. Volunteers from the faculty serve as sponsors and coaches of the teams.

STUDENT PULICATIONS

Students are encouraged to participate actively in the preparation of the F.T.I. *Reporter* and the *Reflector*, the two major student publications.

The F.T.I. *Reporter* is the student newspaper written, edited and managed by the student staff with the assistance of a faculty advisor.

The *Reflector*, the yearbook of the Institute, is written, edited and managed by the student yearbook staff with the assistance of a faculty advisor.

OTHER STUDENT SERVICES

GUIDANCE AND COUNSELING SERVICE

The Office of Student Personnel maintains a staff of trained counselors whose services are available to students needing help with educational, vocational or personal problems.

Each full-time student at the Institute is assigned a faculty advisor who is available for help with problems related to the student's course work. The advisor serves as a direct link between the student and the administrative staff of the Institute.

TESTING

Several individualized special tests and inventories are available for counseling purposes through the Office of Student Personnel. Both students and faculty members may obtain information on their availability and value by contacting any counselor.

HOUSING

Since the Institute has no dormitory facilities, students who wish to live away from home must make their own housing arrangements. The Institute takes no responsibility for locating or supervising student housing; however, suggestions as to location of off-campus housing may be obtained in the Office of Student Personnel.

Students enrolled in health education programs may obtain housing in former nursing school residences at a local hospital. Interested students should inquire before July 1.

HEALTH SERVICES

Limited health services are provided through the Office of Student Personnel and first-aid supplies located in shop areas; however, injuries requiring more than minor first-aid treatment will be treated in the emergency room of a nearby hospital.

For major illness or injury, ambulance transportation is available to either of the two hospitals both of which are located within two miles of the Institute.

ACCIDENT INSURANCE

Accident insurance covering the hours a student is in school, on field trips, and in traveling to and from school is provided to full-time, day students from student activity fee funds. Insurance claim forms may be obtained from the Institute Business Office.

HOSPITALIZATION INSURANCE

All full-time students below age 26 are eligible to obtain Blue Cross-Blue Shield Group Insurance at special student rates.

STUDENT EMPLOYMENT AND PLACEMENT

The institute, in cooperation with the United States Employment Security Commission, provides the services of a job placement officer. The employment placement office is located in the Student Personnel Office, and the services of the placement officer are available to both part-time and full-time students.

FOOD SERVICE

Canteen service is available in the student center which is located on the ground level of Snyder Hall. A variety of hot and cold food and drink is available from vending machines. Hot lunches are also provided through a catering service from 11:30 a.m. to 1:00 p.m. each day.

STUDENT CENTERS

A large, attractive Student Center is located on the ground level of Snyder Hall. Students are encouraged to use the Center as a place in which to meet, chat, eat and relax. The Center is open from 8 a.m. until 10 p.m., Monday through Thursday, and from 8 a.m. until 5 p.m. on Friday.

A student lounge is also available for students in the health programs in the Allied Health Building.

LIBRARY

Main Campus

The library is located in Snyder Hall and houses a 20,000 volume collection of reference and circulatory books which are available to all citizens of the area. Additional holdings are being acquired at the rate of approximately 2,500 volumes per year. Also, housed in the library are such audio-visual media as slides, films, filmstrips, tapes, records and microfilm. These media are constantly being added to the library's collection and lend greater variety to available sources of information.

The library is open Monday through Thursday, from 7:30 a.m. until 8:30 p.m. and on Friday from 7:30 a.m. until 4:30 p.m.

Allied Health Building

Students have access to the library in the Allied Health Building.

BOOKSTORE

A school bookstore is operated by the Institute as a service to students, faculty and staff. Textbooks, school supplies and course-related materials, as well as other items of special interest to students, are offered for sale. The bookstore is adjacent to the Student Center in Snyder Hall and is open from Monday through Friday from 8:30 a.m. until 3:00 p.m. and on Monday and Thursday evenings from 5:30 p.m. until 8:00 p.m.

LOST AND FOUND SERVICE

Lost and found articles will be handled at the Reception Desk in the 100 Building on the main campus.

PRE-TECHNICAL PROGRAM

For those applicants to degree programs who, on the basis of test results and past performance, do not qualify for immediate admission to their chosen programs of study, non-credit developmental course work is available and is required as a condition of admission. The developmental courses are also open to students who wish to take them for personal benefit.

LEARNING LAB

A student enrolling in the Learning Laboratory sets his own attendance schedule and learns at his own rate. Such a departure from the traditional classroom approach is made possible by programmed instruction, whereby what is to be learned is presented in small steps arranged in logical order. Constant reinforcement, continuous student involvement and immediate feedback produce a low rate of error and a high rate of achievement.

More than a hundred programs and courses are offered in the Institute's three public Learning Labs: the campus lab on the ground floor of Snyder Hall, the downtown lab at 601 North Main Street, Winston-Salem, and the Kernersville lab, in the John R. Paddison Memorial Library.

Enrollment is free and the labs are open to anyone at least eighteen years old provided that the class with which he entered high school has been graduated. A student may enroll at any time. Students use the labs to prepare for the high school equivalency tests or college entrance examinations, to earn credit in the Adult High School Program, to take courses for college admission, to supplement or reinforce instruction offered in one of the Institute's curriculums, and to take self-enrichment courses.

Although most instructional materials are in printed form, several programs make use of audio tapes, filmstrips and other non-book materials and methods.

A sound module is available to students studying foreign language or any other course calling for vocal response.

HIGH SCHOOL EQUIVALENCY

Adult residents of North Carolina who have not completed high school may earn a Certificate of High School Equivalency by passing a battery of five tests. These tests are known alternately as the high-school equivalency tests and the GED (General Educational Development) tests.

A Certificate of High School Equivalency is recognized across the nation by most employers and educational institutions.

Persons interested in taking the GED tests should apply at the office of their local city or county superintendent of schools. Persons who live in Winston-Salem or Forsyth County may apply at one of four places in Forsyth County: the Central School Offices on Granville Drive, the Learning Lab on the campus of Forsyth Technical Institute, the Learning Lab at 601 North Main Street, and the Learning Lab at the John R. Paddison Memorial Library in Kernersville.

To be eligible to take the tests, an applicant must be at least 19 years old (18 if he has been out of a regular high school program for at least six months) and must currently reside in North Carolina.

Forsyth Technical Institute is one of sixty official GED testing centers in North Carolina and is the only one in Forsyth County. The center administers the tests by appointment. The Institute may be contacted for further information.

CHANGES IN REGULATIONS

Forsyth Technical Institute reserves the right, without prior notice, to make changes in regulations, courses, fees, and other matters of policy and procedure when and as deemed necessary.

